



AGENCY PROMOTIONAL EXAMINATION

DEPARTMENT OF ENERGY AND ENVIRONMENTAL PROTECTION  
SUPERVISING ENVIRONMENTAL COMPLIANCE SPECIALIST

ANNUAL \$58,215 SALARY: \$83,937	SALARY GROUP: ES 24	APPLICATION CLOSING DATE: MARCH 12, 2014	EXAM NO: 140270APMB
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SPECIAL APPLICATION AND EXAMINATION INSTRUCTIONS APPEAR BELOW

**PURPOSE OF CLASS:** In the Department of Energy and Environmental Protection this class is accountable for supervising Environmental Compliance Specialists engaged in the inspection, monitoring, data collection, evaluation and enforcement of various regulated entities.

**MINIMUM QUALIFICATIONS REQUIRED**

THIS **PROMOTIONAL EXAMINATION** IS OPEN TO ANY **CURRENT** EMPLOYEE OF THE **DEPARTMENT OF ENERGY AND ENVIRONMENTAL PROTECTION** WHO BY **MARCH 12, 2014** HAS PERMANENT STATUS IN THE CLASSIFIED SERVICE, SIX MONTHS SERVICE IN THE **DEPARTMENT OF ENERGY AND ENVIRONMENTAL PROTECTION**, AND THE FOLLOWING EXPERIENCE AND TRAINING:\*

**GENERAL EXPERIENCE:** Seven years of experience in environmental compliance programs relevant to assigned bureau including pollution control studies, inspections and/or enforcement activities.

**SUBSTITUTION ALLOWED:** College training in natural, chemical, biological, sanitary engineering, environmental sciences or engineering technology may be substituted for the General Experience on the basis of fifteen semester hours equaling one-half year of experience to a maximum of four years for a Bachelor's Degree.

**SPECIAL REQUIREMENTS:** (1) Incumbents in this class may be required to travel. (2) Incumbents in this class may be required to possess and retain a valid Motor Vehicle Operator's license.

**WORKING CONDITIONS:** Incumbents in this class may be exposed to some danger of injury or physical harm from on-site environments and a moderate degree of discomfort from exposure to year-round weather conditions.

**KNOWLEDGE, SKILLS AND ABILITIES:** Considerable knowledge of and ability to interpret and apply relevant state and federal laws, statutes, regulations and policies; considerable knowledge of relevant agency policies and procedures; considerable knowledge of pollution principles, effects and measures necessary for corrective action relevant to assigned bureau; considerable knowledge of environmental inspection methodologies; considerable interpersonal skills; considerable oral and written communication skills; ability to utilize computer software; supervisory ability. **WATER:** knowledge of land surveying, hydrographic surveying, methods of surveying and methods of standard topographic and general drafting; some knowledge of hydrologic and hydraulic characteristics and general structural characteristics of dams and structures in navigable waters.

THE EXAMINATION WILL BE COMPOSED OF:	PART	WEIGHT
	EXPERIENCE AND TRAINING	100%

**APPLICATION/EXAMINATION PROCEDURE**

**APPLICANTS MUST SUBMIT:** (1) Completed Application Form (CT-HR-12)  
(2) Examination Materials (see instructions below)

In order to be considered for admittance into this examination, you must complete all parts of the examination application (CT-HR-12) detailing how you meet the minimum experience and training requirements stated above AND complete the required examination materials as detailed below. Applicants who do not submit the required application and supplemental examination materials by the closing date will not be admitted into the examination and will not have the right to appeal this decision. Resumes and/or vitas will not substitute for the required application form or for the required examination materials.

**EXAMINATION INSTRUCTIONS: Section 1.** For each job (maximum of three) which you feel has best prepared you for the job of Supervising Environmental Compliance Specialist include a 1-2 page (typed or printed) description detailing your duties and responsibilities. (Applicants serving provisionally or temporarily in the title of Supervising Environmental Compliance Specialist cannot include this as one of the three jobs.) Each job description should begin on a separate page and begin with your job title, company name and location, dates of employment, and number of hours worked per week. This should be followed by a description of your duties and responsibilities organized and formatted around the numbered items that follow. (1) Experience conducting environmental inspections to ensure compliance with federal and state regulations. Be specific as to the type of inspections you have performed. Detail your experience in the inspection of specific facilities, operations and equipment to identify or evaluate malfunctions or noncompliance with environmental laws, regulations and permits. Also detail your experience participating in enforcement activities to obtain compliance with environmental permits and regulations. (2) Experience leading or supervising staff. Include the number and job titles of those you led/supervised. Describe your experience scheduling, assigning, overseeing the work of others, providing training, conducting performance appraisals and taking disciplinary action when necessary. Be specific as to whether your responsibilities were full-range supervisory duties, assisting others in supervising or lead in nature. (3) Oral and written communications experience. Describe your experience writing and reviewing inspection reports. Be specific as to the nature and purpose of these reports and for whom they were prepared. Also, describe any experience reviewing environmental compliance reports for compliance with applicable state and/or federal environmental regulations. Detail your experience in the preparing enforcement documents and participating in hearings. **Section 2.** On a separate page, include a list of degrees, certifications, licenses and courses that you have completed which have prepared you for the job. **Important Notes:** (1) **Make certain both your application form and your examination materials are complete and separate documents not referencing the other, as your application form and supplemental examination materials may be separated during the scoring process.** (2) Examination materials should be clearly marked as such and each page should contain the examination title, exam number and your social security number (do not include your name). (3) Do not include materials other than those requested above. (4) Your examination will only be scored if you meet the minimum experience and training requirements outlined above and your CT-HR-12 and supplemental examination materials are date stamped by DAS/Human Resources or postmarked by March 12, 2014. (5) **Mail applications/examination materials to DAS/Human Resources, Room 404, State Office Building, 165 Capitol Avenue, Hartford, Connecticut 06106-1658 (Secure Fax #860-622-2910). If faxing materials, keep a copy of your completed application form and the fax transmittal receipt for your records. Make certain that your application form is complete and transmitted correctly and without error. Incomplete faxes or faxes received blank because pages were faxed upside down will not be accepted.** (6) Due to the large number of applications received, we cannot confirm receipt of applications. (7) **Examination scores will be mailed by April 23, 2014.** (8) **A separate application/examination package must be submitted for each exam you are applying for.**

**FORMS:** Application forms (CT-HR-12) and exam announcements are available from the Department of Administrative Services (<http://das.ct.gov/employment>) and at the Department of Energy and Environmental Protection.

*\*Employees in the unclassified service may be eligible to participate in the promotional exams if they have previous continuous permanent status in the classified service and have current status as a state employee.*

**AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER**

The State of Connecticut is an equal opportunity/affirmative action employer and strongly encourages the applications of women, minorities, persons with disabilities and military veterans.